The William E. Laupus Health Sciences Library Contract of Gift
Revised December 10, 2015

Donations are an important dimension of collection development. Before accepting a gift, the donor or the donor's representative must read and agree to the following stipulations:

1. By this gift, the donor makes an absolute, unrestricted and unconditional gift of the property, and agrees that the Library shall have the continuing right to use and/or dispose of the gift materials in the best interests of the Library.
2. The donor states that title to the materials is free and clear of all claims and he/she has full power and authority to donate the materials to the Library. The donor transfers legal title as well as all copyright and associated rights of all unpublished material to the Library.
3. The Library does not provide appraisals for donations, nor will the Library pay for an appraisal of donated material. Donors may wish to have an appraisal made for tax deduction purposes at their own expense before giving materials to the Library.
4. If I valued this gift for purposes of income tax deductions, I have prepared such a list and completed the ECU Medical & Health Science Foundation's Gift-in-Kind Donor Form.
5. I understand that gift materials added to the collection are integrated into the Library's general or History Collections. Specially designated areas are not generally available to house gift materials.

_____I, the donor, waive the right to claim this gift as an in-kind deduction to my income taxes. Brief description of gift: _____

Signature of donor or donor's representative _____
Date of donation _____

Donor's name (please print) _____
Address _____
Phone _____
Email _____

The Laupus Library hereby gratefully acknowledges receipt of these materials.
For the Laupus Library _____
Title _____ Date _____

------------------------------Library use only below this line -------------------------------------
Number of individual gift items received: (To be completed by Collection Services)

Monographs	Serials	Audiovisuals	Other Mixed Materials (Specify)

Thank you letter by: _____
Date letter sent: _____
Foundation form sent: _____